

Planning Charrettes (PC) Centrally Managed Program

FY13 Code 0/3 AAR

07 & 08 June 2011

US Army Corps of Engineers
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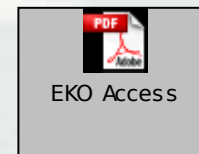
Agenda

- Planning Charrettes – Centrally Managed Program
 - ▶ Summary of R&R for Current Program
 - ▶ Status of Current Program
 - ▶ Future Year PC Program Outlook
 - ▶ Common Questions & Issues



Centrally Funded PCs – R&R

- ACSIM
 - ▶ Directs which projects will receive central funding for PCs
 - ▶ Prepares MILCON Programming guidance
- Installation /IMCOM
 - ▶ Owner of the form
 - ▶ Assures provision of many key elements are provided for form completion including site approval
- HNC
 - ▶ Prepares annual funding requirements
 - ▶ Provides monthly status reports (funding & PC)
 - ▶ Works with Installation, USACE, Districts to ensure MCA PCs are executed in accordance with policy
 - ▶ Reviews programming documentation results for compliance with guidance
 - ▶ Develops Lessons Learned, schedules, and POCs and provides electronic repository for programming guidance and documentation.
 - ▶ Executes PC program to provide complete DD Form 1391
 - right of first refusal on execution to GD



Centrally Funded PCs – R&R

continued

- HQUSACE
 - ▶ Facilitates execution across USACE ; MSCs/GDs
 - ▶ Establishes a communication strategy that provides clear understanding of program requirements.
- MSC
 - ▶ Appoints a POC for Planning Charrettes
 - ▶ Provides a suggested list of projects for District PC support.
- District
 - ▶ First right of refusal to execute Planning Charrette
 - Not applicable if end of year funds are provided by ACSIM
 - ▶ If GD is not the PC execution agent, then GD will participate in PC to execute the PDRI requirement
- COS – Serves an integral role in 1391 development and approval to meet standard/design



ACSIM Centrally Funded PC Execution Summary

Funding FY	08	09	10	11
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Budget \$M (1)	\$8.4	\$9.6	\$6.2	\$5.2
PC Actions	54	110 (2)	83	40±

- (1) Planning Budget inclusive of PC's plus RA's and other products (ADPs, ICAs, etc.)
- (2) Number inclusive of approximately 35 GT90 plus phasing



Future MCA Program Summary

- Ahead of curve on future year PC execution
 - Decreasing program, overalls movement of projects to the right

Project Program Year (1)	14	15	16
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# Potential PCs	21 (2)	13	11
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(1) Based on best FYDP data to date; program still moving

(2) Inserts and projects that pulled from right



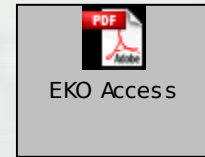
Common Questions & Issues

- ▶ “Will GDs have opportunity to execute PCs?”
 - ...GD has right of first refusal for execution ; reflected in PgMP
- ▶ “Will OACSIM be releasing a list of projects requiring Planning Charrettes with funding this FY ?”
 - Continue revising scrub; gyrations of FYDP/POM; working to release soonest
 - Timeline...getting tight for FY11 (3.5 months remaining)
- ▶ “GD needs to be involved with the 1391 preparation process”
 - If GD executes... GD is issued Code 0 and funds to execute PC and generate deliverables; GD is fully responsible for 1391, should be extensively involved
 - If HNC executes...GD is integral PDT member; GD PM conducts PDRI (Code 0 and funds are issued for this)
- ▶ “PC notes and minutes should be made available to all preparers”
 - Minutes are attached/incorporated into 1391 in PAX
- ▶ “A/E lead PCs should include GD cost engineers”
 - Current process funds/supports GD to participate in conducting PDRI
 - PC...planning /programmatic stage, typical costing is on square foot basis; parametric usually Code 3 (exception...PC for renovation project)



USACE HNC Planning POCs

- Community Planner / PMs
 - ▶ EKO Tracker – PM/contact info
 - ▶



Planner	Email	Telephone	Notes/SME
Jimmie Jackson	Jimmie.L.Jackson@usace.army.mil	256-895-8130	Planning Charrettes
Trace Taylor	Sidney.L.Taylor@usace.army.mil	256-520-0432	
Wes Bushnell	Wesley.A.Bushnell@usace.army.mil	256-895-1313	Economic Analysis
JD Cubbage	Joseph.D.Cubbage@usace.army.mil	502-624-2889	
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Mike Braddock	Michael.W.Braddock@usace.army.mil	256-895-1380	



Questions / Discussion

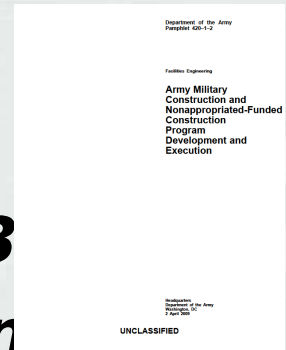


Backup Slides



PC – Purpose

- per DA PAM 420-1-2:
 - ▶ ***To produce MILCON project DD Form 1391 ready for signature of the Garrison Commander and certification by Region, USAISEC, and USACE elements.***
- Requirements identified:
 - ▶ ***Chapter 3 Preparation of DD Form 13***
 - ▶ ***Chapter 2 Centers of Standardization***
 - ▶ ***Appendix C Planning Charrette Process***



PC Process Prerequisites

- Approved Site
 - ▶ Real Property Planning Board
 - ▶ IMCOM Region Director
- Total Unit Direct Requirements, either:
 - ▶ Requirements Analysis
 - ▶ Installation Status Report
- Draft Alternative Analysis (Summary of Alternatives)
- Target Projects...FY-4 years
 - ▶ i.e. FY11 funds to execute FY15 project PCs



PC Process

- Preparation / planning
 - ▶ Funding
 - ▶ Schedule interviews
- Conduct On-site workshop
 - ▶ Visit site
 - ▶ Confirm scope
 - ▶ Coordinate with all required Installation staff to complete all Tabs
 - ▶ Conduct Project Definition Rating Index (PDRI)
- Produce Draft DD Form(s) 1391
 - ▶ Prepare project justification
 - ▶ Develop Cost Estimate
 - ▶ Charrette Minutes and validation for Tab C
- Complete DD Form(s) 1391
 - ▶ Identify any Phases (\$90M+; each phase = form)

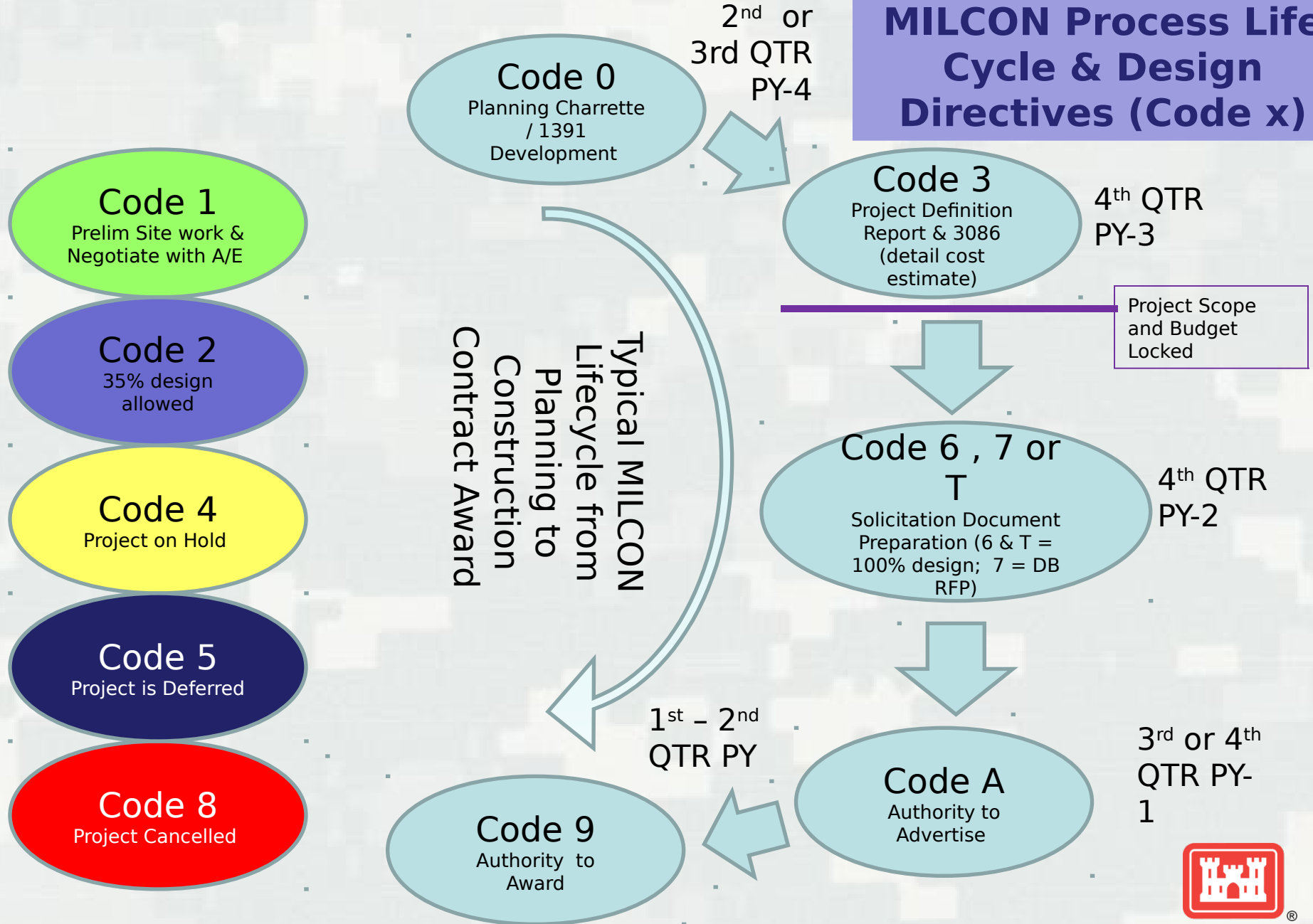


PC Products

- DD Form 1391 - Tab A-Tab J
- Facility Sketch
- PC Validation / Meeting Minutes
 - ▶ Written statement in Tab C with signatures of attendees
- PDRI score
 - ▶ Completed on site by PC team and Installation attendees
- Product Exemptions
 - ▶ Memo by GC/Region/IMCOM HQ to HQDA (DAIM-OD);
 - Design is underway/completed; complete DD Form 1391
 - Project has been presented to MILCON IPT or is in FYDP Programmed FY



MILCON Process Life Cycle & Design Directives (Code x)



Quality Issues

- Review of documents is NOT occurring at all levels. (HNC, Installation, MSC, GD)
- Lack of participation with the Centers of Standardization (COS) to ensure compliance of Primary Facilities with standard designs and criteria.
 - ▶ Inconsistency of DD Form 1391s with COS templates.
- Improper selection of Block 9 category codes (impacting primary and supporting facility cost estimates).
- Incomplete/missing documentation of Planning Charrette minutes in Tab C.
- IMCOM Regional Certification missing in the DD1391 Processor System.
- Acronyms not defined after first use and not held to a minimum.



Quality Issues

- Missing PDRI score in TAB C
- Installation NEC (DOIM) cost estimate and/or signature missing from Tab F.
- In cases where a Partial Economic Analysis was required, all ten alternatives were not addressed Tab D.
- The Risk and Threat Analysis Summary (with completion dates) were not provided in Tab G. Signatures missing for the Provost Marshall, DPW, and AT Officer missing.
- Waivers cannot be decided by the PC team and included in DD Form 1391.
- For Centrally funded PCs, continued use of AE contractors that repeatedly are not complying with the requirements.



Quality Recommendations

- Use of experienced and qualified PC teams
- Use of COS 1391 templates
- Work with IMCOM to improve participation
- Communicate schedules and changes



FY10 AAR Way Ahead

- Tiger Team to address:
 - ▶ Scope of Work for AE contracts
 - ▶ GD executed PCs
 - ▶ Guidance updates required
 - ▶ Review HNC Program Management Plan
- Communication
 - ▶ Develop list of POCs (MSC, Districts)
 - ▶ Email notification by HNC of schedule updates
 - ▶ Central repository of PC guidance, schedule, etc.
- Programmatic Issues
 - ▶ ACPS
 - ▶ Training
 - ▶ IMCOM coordination
 - RD approved sites
 - EAs



Discussion PC Execution Team

- Scope of Work
- Team Composition
- Roles & Responsibilities
- Training
- Product Deliverables

February 2011



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Scope of Work

- Uniform Performance Work Statement established by Tiger Team
 - ▶ Applicable irrespective of execution agent
- Developed in coordination with DA PAM 420-1-2



Team Composition

- Facilitator
 - ▶ Establishes the schedule
 - ▶ Leads / maintains focus
 - ▶ Adheres to PC workshop goals/objectives
 - ▶ Experienced with development of DD Form 1391
- Team Members
 - ▶ Determined by functional requirements, generally includes:
 - Architect/COS representative for standard facility type
 - Mechanical/Electrical Engineer
 - Civil Engineer
 - Cost Estimator
 - Economist



Team Composition

- Team Members (continued)

- ▶ Installation

- Project Manager
 - DPW
 - Master Planner
 - Environmental Officer
 - Force Protection Officer
 - Provost Marshal
 - DOIM = NEC (Network Enterprise Center)
 - Fire/Safety

- ▶ User/Tenant

- ▶ ISEC



Team Responsibilities

Per DA PAM 420-1-1

- Analyze alternatives
- Conduct economic analyses
- Prepare project justification
- Develop cost estimates
- Develop information systems costs
- Develop environmental and AT requirements
- Ensure project site is approved; on RPMP
- Assure 1-1 demolition IAW AR 420-1 and Army policy
- Identify OMA/OPA items; enter in 1391 Processor
- USACE, IMCOM Region, and USAISEC reviews and concur with the draft DD Form 1391.
- Obtain the garrison commander's signature on the DD Form 1391 and Planning Charrette Validation statement.



COS Roles & Responsibilities

(Applicable for standard facility types and Major MILCON renovation)

- Responsible for validating and providing quantified scope (i.e. PN, sq. ft., etc) and date in the PAX system for MILCON standard facility types.
- If the COS cannot concur with the project scope, provide an explanation for the non-concurrence.
- Participate in scope discrepancy meetings and periodic teleconferences as necessary.
- Identify a Primary POC at each COS, post contact info to COS website.
- As a member of PDT, provide recommendation for the acquisition strategy of standard design facilities.
- Maintain COS website to reflect latest approved standards and updated 1391 templates.



Training

- Prospect
 - ▶ DD Form 1391
 - ▶ 1391 Preparation (includes Planning Charrettes)
 - ▶ Economic Analysis for MCA
 - ▶ Real Property Master Planning
- Other
 - ▶ PDRI
 - ▶ Facilitator



Product Deliverables

- DD Form 1391
 - ▶ Tab A (Front Page)
 - FY, Installation
 - Category Code
 - Scope & Cost (PA)
 - ▶ Tab B - Planning/design data
 - Acquisition Strategy
 - USACE Certification
 - ▶ Tab C – Miscellaneous**
 - Quantitative Data
 - Criteria for Proposed Construction
 - Charrette Minutes
 - Related Projects, Special Requirements
 - ▶ Tab D - Economic Analysis
 - ECONPACK required to create EA
 - ▶ Tab E - Furnishings and Equipment
 - Furnishings based on facility type; coordinated with COS
 - Information Systems
 - Totals by Appropriation



Product Requirements

- DD Form 1391
 - ▶ Tab F - Information Systems**
 - Populated by ISCE software; provided by NEC (DOIM)
 - ▶ Tab G - AT/FP Measures**
 - Standard paragraph, i.e. coordinated with Installation AT plan
 - Risk & Threat Analysis
 - ▶ Tab H - Facility Disposal/Demolition
 - ▶ Tab I - Real Property Maintenance (No longer a requirement)
 - ▶ Tab J - Regulatory Data, Environmental Analysis**
 - Include one of the following:
 - ▷ Categorical Exclusion or REC
 - ▷ Environmental Assessment and FNSI
 - ▷ Notice of Intent to prepare EIS

Note ** = Signature Required



Facility Sketch

- Required to address the following:
 - ▶ General project area(s)
 - ▶ Area relationship
 - ▶ Primary footprint
 - ▶ AT/FP setback
 - ▶ Supporting facilities and Utilities
- See following examples



Facility Sketch Example #1

1. COMPONENT ARMY	FY 1997 MILITARY CONSTRUCTION PROJECT DATA		2. DATE 16 Jul 93
3. INSTALLATION AND LOCATION Fort Bragg, North Carolina	FACILITIES REQUIREMENTS SKETCH		
4. PROJECT TITLE Child Development Center	5. PROJECT NUMBER 12345		

EXISTING TREES TO REMAIN

EXISTING TREES TO REMAIN

EXISTING TREES TO REMAIN

EXISTING TREES TO REMAIN

EXISTING TREES TO REMAIN

KNOX STREET

LEGEND:

- W — EXISTING WATER LINE
- - - W - - - PROPOSED WATER LINE
- SS — EXISTING SANITARY SEWER LINE
- - - SS - - - PROPOSED SANITARY SEWER LINE
- E — EXISTING ELECTRIC
- - - E - - - PROPOSED UNDERGROUND ELECTRIC
- SD — PROPOSED STORM DRAINAGE LINE

DD FORM 1391 1 DEC 76

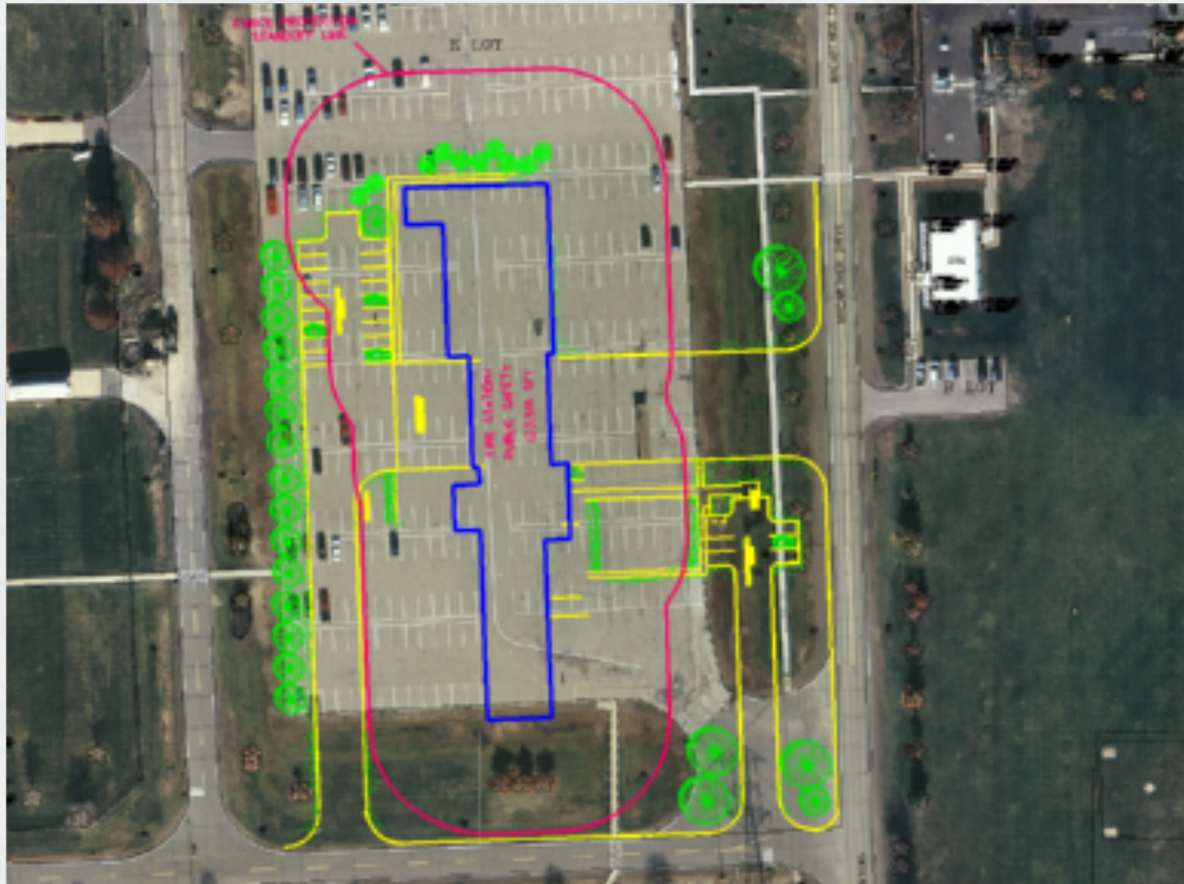
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Facility Sketch Example #2

Site Photo/Development Plan - Emergency Services Facility



253-Chapter 3-129 (2009)



Planning Charrette Summary

- The Installation is ultimately responsible for ensuring the scope and cost for their project has been included in DD Form 1391.
 - ▶ USACE is a critical team member for this effort.
- We understand the impacts of this planning effort, however this process has proven critical for successful project execution.
- Technical POCs are:
 - ▶ Jon Winkler, CEHNC
 - ▶ Jimmie Jackson, CEHNC
 - ▶ Donna Thompson, CELRL
 - ▶ Ami Ghosh, CECW-CE-D
 - ▶ Al Young, CEMP-IS
- HQUSACE POCs:
 - ▶ Ana Ortega, CEMP-IS
 - ▶ Nelson Rulona, CEMP-IS

